

## CITY ADMINISTRATOR'S REPORT April 2023 General Meeting

- Karen reformatted all of the position descriptions and Job Announcements, so they look the same and have the same ordinances cited on each description at the end of each document rather than some ordinance text being integrated throughout the descriptions. The Landfill Manager/Operator PD had not been updated since 2014 and was brought current in anticipation of Paul's retirement. Since the Operator PD was recently updated and approved, we used that one and Paul integrated the Manager's duties into that more current version. The Librarian descriptions were also updated based on some discrepancies, brought out at a recent meeting, such as the Mayor supervising one of the positions.
- As previously mentioned, the permit application for septage has been approved by ADEC for the tank holding system. The RFQ has been posted and the tanks were/are scheduled to arrive today and will be brought to the DRC for staging Tuesday or Wednesday. An NCO is before you tonight for supplementary funding for this project. Some unanticipated regulatory provisions required by ADEC, project management, and additional site preparation for adequate staging of the pump truck requires these additional funds. We may need to schedule a special meeting so the RFQ can go out and work can start before the water table rises too far.
- Continued to work on our grant projects, gathering letters of support and materials for submission and uploading the documents to the appropriate agencies. Five applications have been submitted. Now we wait.
- The Marine Facilities Coordinator position has received 2 applications and we hope to have someone hired already or sometime this week.
- Testified to the House Education Subcommittee on HB 21- State Insurance pool for municipalities and school districts.

Any comments, questions, or suggestions? Particularly, what we may have to do in the interim as we recruit for a City Clerk...